



APPLICATION FOR EMPLOYMENT

TEACHING, TEACHING SUPPORT AND ADMINISTRATIVE POSTS

Form version: January 2018

NAME	Double click to enter your name here
POSITION APPLIED FOR:	Double click to enter the post applied for here
SCHOOL:	Double click to enter school's name

Where did you see this job advertised?	Double click to enter where you saw this post advertised
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The information provided by you in connection with your application for this vacancy will be treated as confidential by the Girls' Day School Trust. Your application form may be copied for use during the recruitment process.

Information given by you in the **Equal Opportunities Monitoring Form** will be dealt with separately from the rest of your application. The information provided will be used solely to monitor equal opportunities policies.

Further information provided by you will be used to determine your suitability for a position and, if applicable, in determining terms of employment or engagement. It may also be used to monitor recruitment initiatives. If your application progresses further, details may be disclosed to third parties (such as educational institutions, past and present employers, credit reference agencies, etc.) for reasons such as the verification of, or obtaining extra, information. Internet searches may also be carried out for the purpose of considering your application. If your application is unsuccessful, we may retain any information as required by law or, at our discretion, for up to six months following our final communication with you, unless you tell us otherwise.

The Girls' Day School Trust is committed to the safeguarding of children, and child protection screening will apply to this post. Some of the information that we request in this form is for this purpose.

By signing and returning this application form, you consent to the Girls' Day School Trust using and keeping the information provided by you as outlined above, carrying out any reference, criminal record, or child protection checks as may be appropriate in the circumstances.

1 PERSONAL DETAILS	
Surname: Double click to enter your last name	First Names: Double click to enter your first name
Title: MR/MRS/MISS/MS/DR MR	Preferred name: Double click to enter your preferred name
Any former names:	Date of birth: Click to enter your DOB
Home address:	Address for correspondence (if different):
Double click to enter your address	
Double click to enter your address	
Double click to enter your address	
Post code: Double click to enter your postcode	Post code:
Tel no: (day) Double click to enter your landline	Email: Double click to enter your email
(eve) Double click to enter your landline	National Insurance no: Double click to enter your NI number
(mob) Double click to enter your mobile	Teacher registration number, if applicable
Are you legally entitled to work in the UK? YES	
If you are not a UK, EEA or Swiss national, please give details of your permission to work, specifying the type and length of visa or permit.	

2 EDUCATION AND QUALIFICATIONS (to include details of QTS where appropriate)			
School/College/University	Dates attended	Qualifications obtained / Examinations passed / Awarding Body (please give detail of grade, level or class of degree)	Date (mm/yyyy)

Membership of professional institutions and other training/knowledge relevant to this post

Continue on separate sheet if required

3 EMPLOYMENT HISTORY

Present or most recent employer:

Address:

Job Title:

From:

To:

Brief description of responsibilities:

Reason for leaving/wishing to leave:

Notice required (or when you could join us):

Current salary:

Provide a full employment history in chronological order (most recent first) to include: periods of work in the UK and abroad; education/training; voluntary work; travel; career breaks; and any periods not in employment or education.

Dates
(mm/yyyy)

Position held and brief description of duties
<p>1. President of the American Society of Human Genetics (ASHG) President of the American Society of Human Genetics (ASHG) from 2015 to 2017. Led the organization's efforts to advance the use of genetic testing in clinical practice and to promote ethical and responsible use of genetic information.</p> <p>2. Member of the National Commission on the Protection of Human Subjects of Research Member of the National Commission on the Protection of Human Subjects of Research from 2013 to 2015. Served on the Commission's subcommittee on research involving children and adolescents.</p> <p>3. Member of the President's Council on Bioethics Member of the President's Council on Bioethics from 2002 to 2006. Served on the Council's subcommittee on the ethics of human cloning.</p> <p>4. Member of the National Bioethics Advisory Commission Member of the National Bioethics Advisory Commission from 1999 to 2002. Served on the Commission's subcommittee on the ethics of human cloning.</p> <p>5. Member of the President's Council on Bioethics Member of the President's Council on Bioethics from 2002 to 2006. Served on the Council's subcommittee on the ethics of human cloning.</p>

Reason for leaving

Continue on separate sheet if required

[illegible]

4 ADDITIONAL INFORMATION

Do you have a current clean driving licence (applicable only if duties involve driving) YES

Hobbies, interests and anything you wish to tell us about your personal and family circumstances, including any special needs. Please declare any family or close relationship to existing employees of the school or the GDST (including Governors).

5 PERSONAL STATEMENT

Please state why you believe your qualifications, experience and personal qualities fulfil the requirements of this post, and any other information to demonstrate your suitability for the post.

Continue on separate sheet if required

6 REFERENCES

Please give the names of two people who can comment on your suitability for this post. One should be your current or last employer, or if you have not been employed, your school head teacher or college tutor. If you do not currently work with children, a reference will be required from your most recent employment involving work with children. References will not be accepted from relatives or those writing solely in the capacity of friends. Open references provided by you will also not be accepted.

Name: ☐

Name: ☐

Address:

Address:

Tel no:

Tel no:

Email:

Email:

Relationship:

Relationship:

It is our practice to take up references before interview unless requested not to do so. If you do **not** wish us to contact a referee at this stage, please mark the ☐ alongside the name with a cross.

7 SIGNATURE

I confirm that the above information is true and accurate.

Signed:

Date: Double click to insert date
form signed



PROTECTION OF CHILDREN:

SAFEGUARDING STRATEGY STATEMENT

The GDST Safeguarding Strategy forms a fundamental part of our approach to providing excellent pastoral care to all pupils, including those who may be over the age of 18 years. We believe that all pupils, regardless of age, special needs or disability, racial/cultural heritage, religious belief and sexual orientation have the right to protection from all types of harm and abuse.

The objective of the Safeguarding Strategy is to help keep our pupils safe by providing a safe environment for them and to educate them about keeping themselves safe.

The Safeguarding Strategy consists of:-

1. GDST Safeguarding and Child Protection Policy
2. GDST Safeguarding Procedures
3. GDST School Safeguarding and Child Protection Policy
4. Training to equip staff and volunteers to carry out their responsibilities in relation to safeguarding and promoting the welfare of pupils.

The Safeguarding Strategy provides a clear framework within which individual schools will develop systems and local procedures to:-

- Prevent unsuitable people working with children
- Identify pupils who are at risk of, and/or are likely to suffer significant harm and take appropriate action with the aim of making sure they are safe
- Record and share information appropriately
- Respond to allegations against staff and volunteers
- Promote safe practice and challenge poor and unsafe practice

Adherence to the GDST Safeguarding Strategy is mandatory for **all** staff and volunteers.

We recognise that Safeguarding covers much more than child protection and so this strategy will operate in conjunction with related policies and procedures, such as effective whole school policies on Anti-Bullying, Behaviour Management, ICT and School Security.

Our approach to safeguarding is based on, and reflects the current principles recognised in UK legislation, including those around maintaining confidentiality and reporting concerns about pupils likely to suffer significant harm to the child protection agencies.

We are committed to working in partnership with parents; child protection agencies and diverse communities, to continuously develop and improve the Safeguarding Culture within our schools.

Version: April 2011



**DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE GIVEN THE
OPPORTUNITY TO HAVE CONTACT WITH CHILDREN**

The appointment for which you are applying involves access to children or the opportunity to have contact with children and is an excepted occupation for the purposes of the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check and Children's Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions, and "spent" convictions.

The disclosure of a criminal record will not automatically prevent you from being appointed unless the Girls' Day School Trust considers that the record renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, its relevance to the nature of your employment, how long ago it was committed, what age you were at the time and any other factors that may be relevant.

If you wish to tell us about any criminal record in advance of an enhanced DBS check with Children's Barred List check being sought, this information should be sent under confidential cover to the person to whom you are making your application. We will not view this information unless you have been shortlisted for interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process. If you are not shortlisted for interview, the unopened information will be destroyed securely.

If you are currently working or have previously worked with children in an educational environment, your current or previous employer(s) will be asked about any disciplinary offences relating to children, including any which may be "time expired", and whether you have been the subject of any child protection concerns.

Providing false information could result in your application being rejected, or summary dismissal if you have been appointed, and possible referral to the police.

DECLARATION

I declare that I am not barred from activity relating to children, or (if a teacher) subject to sanctions imposed by a regulatory body e.g. The National College for Teaching and Leadership. I either have no convictions, cautions, or bind-overs that may have an impact on my suitability to work in an educational environment, or have attached details in a sealed envelope marked confidential.

Signed: _____

Date: _____

The Girls' Day School Trust

A Limited Company, Registered in England No. 6400. A Registered Charity No. 306983
Registered office: 100 Rochester Row London SW1P 1JP

THE GIRLS' DAY SCHOOL TRUST
EQUAL OPPORTUNITIES MONITORING FORM – FORM S22

The GDST is committed to equal opportunities. One aim of this policy is to ensure that you and other job applicants are not discriminated against on the grounds of sex, race, disability, age, nationality, colour, ethnic or national origin, marital or civil partner status, pregnancy, sexual orientation, gender reassignment, religion or belief.

To **monitor** this policy, we should be grateful if you would complete and return this form. The information you give will be treated as strictly confidential and will be used only for Equal Opportunities monitoring purposes. This form will be detached from your application form, will not be used at any stage of the selection process and will be destroyed after evaluation has taken place.

POST APPLIED FOR:	
NAME OF SCHOOL or TRUST OFFICE:	

Personal details:

GENDER:	Male / Female / Transgender
MARITAL STATUS:	Single / Married / Other (<i>please specify</i>)
AGE:	

Ethnic origin:

I would describe myself as:

Black		Asian		White <input type="checkbox"/>	Other <input type="checkbox"/>
African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>		(<i>please specify</i>)
Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>		
Other	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>		
		Chinese	<input type="checkbox"/>		

Disability

Are you disabled or do you have any conditions (i.e. a physical or mental impairment that has a substantial long-term effect on your ability to carry out normal day-to-day activities) that may require adjustments to your work or working environment?

Yes ☐ No ☐

If you have answered "Yes" to this question, please indicate here any special arrangements which you might require if you are selected for interview.